

Campaign Finance
report of
CONTRIBUTIONS & EXPENDITURES
Candidates

This document must be **clear, legible and typed or printed** in blue or black ink.

§ 24.2-914 of the *Code of Virginia*

Definitions, statutory references and filing instructions are contained in the *Campaign Finance Disclosure Act Summary Guide*

<input type="checkbox"/> Check here if this is an Amended Report - Number:	SBE Committee ID Number: <i>(Not applicable to candidates for local or constitutional offices)</i>	
NAME OF CANDIDATE OR POLITICAL COMMITTEE	ELECTION CYCLE (MONTH AND YEAR OF ELECTION)	
MAILING ADDRESS (INCLUDE NUMBER AND STREET):	OFFICE SOUGHT DISTRICT <i>(if applicable)</i>	
CITY, STATE AND ZIP CODE	EMAIL / DAYTIME TELEPHONE NUMBER <i>(for person preparing this report)</i>	
NO ACTIVITY STATEMENT <input type="checkbox"/> I declare, subject to the penalties of Virginia's campaign finance law, that except for the addition of interest or dividend payments and/or subtraction of any bank service charges, no monies or other things of value have been received and no monies have been expended for this reporting cycle; any interest or dividend payments and/or subtraction of bank service charges will be reported on the appropriate schedule of the next report for any period in which other activity occurs. The balance on hand at the end of this reporting period is: <div style="text-align: center;">\$ _____</div>		
VIOLATIONS OF VIRGINIA'S CAMPAIGN FINANCE LAW Any person or committee that fails to file a required report, files any report late or fails to provide any information in any report that is required by the <i>Campaign Finance Disclosure Act of Virginia</i> , will be considered to have violated the campaign finance law and that person or committee will be subject to the civil penalties set forth in the <i>Campaign Finance Disclosure Act Summary Guide</i> .		
REPORT DATE [CHECK ONE SQUARE BELOW]		
MAY ELECTION Candidates who will have activity pertaining to the 2004 February Primaries and/or May General Elections have reports due on the following days: <input type="checkbox"/> *PRIMARY PARTICIPANTS ONLY FEBRUARY 2, 2004 <input type="checkbox"/> APRIL 26, 2004 <input type="checkbox"/> JUNE 15, 2004 <input type="checkbox"/> JULY 15, 2004 <input type="checkbox"/> JANUARY 18, 2005	NOVEMBER ELECTION Candidates who have activity pertaining to the 2004 June Primaries and/or November General elections have reports due on the following days: <input type="checkbox"/> APRIL 15, 2004 <input type="checkbox"/> JUNE 1, 2004 <input type="checkbox"/> JULY 15, 2004 <input type="checkbox"/> SEPTEMBER 15, 2004 <input type="checkbox"/> OCTOBER 15, 2004 <input type="checkbox"/> OCTOBER 25, 2004 <input type="checkbox"/> DECEMBER 2, 2004 <input type="checkbox"/> JANUARY 18, 2005	NON-ELECTION YEAR Candidate's Whose Office is <u>Not</u> Up for Election in 2004 have reports due on the following days: <input type="checkbox"/> JULY 15, 2004 (non-election year local candidates elected in May do not have to file this report) <input type="checkbox"/> JANUARY 18, 2005 SPECIAL ELECTION <input type="checkbox"/> 8-DAY PRE-ELECTION <input type="checkbox"/> 30-DAY POST ELECTION
STATEMENT OF CANDIDATE OR TREASURER		
I declare, subject to the penalties of law set forth above, that this report for the period _____ through _____, including all its accompanying schedules, is to the best of my knowledge and belief true, correct and complete.		
_____ SIGNATURE OF TREASURER/CANDIDATE		_____ DATE

Instructions for Completing this Form

Contributions & Expenditures for a Candidate's Campaign Committee Cover Sheet

This form must be completed and attached to all reports whenever:

- any item of value is received and/or when money is spent, this form must be filed along with Schedules G and H and any other Schedules required by items reported thereon; **OR**
- if nothing of value, other than interest or dividends has been received and, except for payment of bank service charges, no monies are spent during the reporting period, file this form by only checking the “**No Activity**” box. In this case, report in the space indicated, the “same balance” as that stated on line 19 of Schedule H in your last report until such time as you file a report for any period in which other activity has occurred. In the meantime, accurate record keeping is essential.

REQUIRED INFORMATION

Amended Filing: If this filing is amending a previously filed report, please indicate here by checking the box and filling in the number of times the report has been amended (e.g. if this is the first time the report has been amended you would write 1). Only the cover sheet and the schedules affected by the amended filing are required when filing an amended report.

SBE Committee ID Number: The Committee ID# will be provided by SBE. Not applicable to candidates for local or constitutional offices.

Name: List the full name of the candidate or campaign committee.

Election Cycle: Enter the month and year for which the candidate desires to seek office.

*An election cycle shall be deemed to begin on January 1 of the year that the candidate first seeks election for the office through December 31 immediately following the election for such office. For the candidate who seeks election for successive terms in the same office, the election cycle shall begin on January 1 immediately following each election for the same office and continue through December 31 immediately following the next successive election for the same office. All aggregates will be totaled beginning on the start of the election cycle. This designation does **NOT** signify the candidates desire to seek election for the same office, but for internal administrative purposes only.

Mailing Address: List the complete mailing address of the campaign committee (the same way it appears on the *Statement of Organization for a Candidate* form).

Office Sought: List the name of the office that the candidate is seeking.

District: Only required if there is a district for the office that the candidate is seeking.

Email / Daytime Telephone Number: List the email and/or daytime telephone number of the person that prepared this report. If an email address is given, all subsequent communication from the State Board will be done via email.

No Activity Statement: If nothing of value, other than interest or dividends has been received and, except for payment of bank service charges, no monies were spent during the reporting period, check this box. List in the space indicated, the “ending balance” as it is stated on Line 19 of Schedule H of the last report filed.

Report Date: Indicate here by checking the due date of the report which you are filing.

Reporting Period: List the beginning and ending activity dates which the report being filed is covering.

Signature: The candidate or treasurer of the campaign committee must sign this report indicating that it is correct and complete.

Date Report Completed: List the date that the report is completed and signed.